

REPORTS INVENTORY				CONTROL NO.
PREPARE IN DUPLICATE				DDS/OL/RECD-8
1. TITLE OF REPORT (if a fill-in report include Form No.)  Report on Records Holdings				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)	
	X LOGISTICS	SECURITY		
	MEDICAL	FINANCE		
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
2	Annual		1	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum Fill-In		8. ADP PROCESSING <input checked="" type="checkbox"/> YES    IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT OL Registry (LI 70-6)
10. PREPARING COMPONENT (include lowest level contributing information to report) Records Unit of RECD		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None		

#### 12. COST FACTORS

##### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-8.1	4.31	X	4	=	17.24	X	1	=	17.24

##### B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR					17.24

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Needed for control of records in the Office of Logistics.

#### 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
	X RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
STAT	CHANGE			
STAT	DISCONTINUE			
15. DATE OF INVENTORY			17	
9 October 1970			Executive Officer, Real Estate and Construction Division	
			STAT	
			18. EXTENSION	